

Acton Stream Teams

cc: BOS

11/3/03 (1)
RECEIVED
OCT 30 2003
6 Magnolia Drive
Acton, MA 01720
(978) 263-7370
October 30, 2003

Mr. Walter Foster, Chairman
Acton Board of Selectmen
472 Main Street
Acton, MA 01720

Dear Chairman Foster,

I would like to speak very briefly with the Board of Selectmen, at your meeting on Monday November 3, 2003 to ask the town to partner with the Acton Stream Teams on a "stream signage" project.

The Acton Stream Teams have an opportunity to take advantage of a state grant targeted for "Stream Teams" within our watershed. We would like to use this opportunity to have stream signs installed at selected locations where local roads cross Acton streams (See Table 1, and Figure 1 for details.) Proposals for the "Adopt-A-Stream Program Implementation Awards in the SuAsCo and Housatonic Watersheds" must be submitted through a nonprofit organization or a municipality, and partnerships are encouraged. (See enclosed proposal announcement for details.)

As Coordinator of the Acton Stream Teams, I would like to ask the town to assist with this project by submitting a grant proposal to the MA Riverways, Adopt-A-Stream Program (written by the Acton Stream Teams), writing a letter of support for the project, and providing in-kind services, such as sign installation.

The Acton Stream Teams are also seeking to partner with the Acton Water District, other community groups, and local businesses. Contributions from these other sources, along with the grant ("Stream Team Implementation Awards") from the Adopt-A-Stream Program will be used to fund the project. Our goal is to raise public awareness about the streams in our town and the need to protect the surface and groundwater in our community.

I look forward to speaking with you on Monday. Thank you.

Sincerely,



Mary S. Michelman
Acton Stream Teams, Coordinator

Acton Stream Teams

Table 1. Proposed Stream Sign Locations*

Stream	Road	Comments
Assabet River	Route 62 near High Street	Near Powdermill Plaza
Butter Brook	Main Street/Route 27 near North Street	Near Marshall & Kennedy Wells
Coles Brook	Taylor Road near Route 2	Near Conant School
Conant Brook	Newtown Road, near Simon Willard Rd.	Near Town Hall, Library
Fort Pond Brook	Central Street, near Elm Street	Near Douglas and Gates Schools
	Martin Street, near Jones Field	Near MBTA Train Station
	Parker Street, near MBTA train crossing	Near Cucurbit Farm
	Lawsbrook Rd./School Street	Near School Street Wells
Grassy Pond Brook	Arlington Street, near Freedom Farm Rd.	Near St. Elizabeth's Church
Nagog Brook	Main Street/Route 27 near Rte 2A ballfields	Near Conant Wells
Nashoba Brook	Brook Street near Gould's Plaza	Near Conant Wells
	Concord Road near Ice House Pond	Near Morrison Property
Pratt's Brook	High Street	Near Senior Center

Site selection considerations

- Visibility: proposed along well-traveled roads.
- Variety of streams: 8 local streams, and the Assabet River.
- Multiple signs along two major streams, (Nashoba Brook & Fort Pond Brook), helps raise awareness that they meander through town.
- Proximity to additional community resources, such as public drinking water supply wells, and community destinations.
- All proposed signs at or near Acton Board of Health stream sampling stations.

*Note #1: Proposed locations subject to change, based on more detailed site-specific or other considerations.

*Note #2: Proposed locations are on local roads, since the MA Riverways Program has already contacted the State to ask about MA Highway installing stream signs on roads under State jurisdiction.

Proposed publicity

- Brochure w/GIS map of town highlighting streams, roads, and new Stream Sign locations.
- Photo opportunity: Project partners (Town, Acton Stream Teams, AWD, Community group or Business Donors?, Riverways, Adopt-A-Stream? etc.)
- Newspaper article/Press Release: Beacon, Globe Northwest
- Town mailings (July?): Municipal Quarterly, Water Words
- Display at Town events: Town Meeting?, Earth Day?, Acton Day?

PROPOSALS FOR ADOPT-A-STREAM PROGRAM STREAM TEAM IMPLEMENTATION AWARDS IN THE SUASCO AND HOUSATONIC WATERSHEDS

The Adopt-A-Stream Program of Riverways Programs, MA Dept. of Fish and Game, is soliciting project proposals for Stream Team Implementation Awards for work in the Housatonic River and SuAsCo (Sudbury, Assabet, Concord) River Watersheds. Work under these proposals will need to be completed by **June 30, 2004**.

HOW MUCH? The Adopt-A-Stream Program anticipates awarding a total of \$8,000. Priority will be given to proposals for \$2,000 or less and for projects where partnerships are created. **The Awards program is offered on a reimbursement for services basis.**

PROPOSAL DEADLINE: The deadline for proposals is 12 NOON on November 21, 2003.

OVERVIEW: The Adopt-A-Stream Program works with local residents, watershed associations and municipal boards to establish Stream Teams- groups of citizens, town officials, sportsmen, anglers, garden club members and civic associations- to protect and restore local streams. Stream Teams throughout the Commonwealth work to conduct visual surveys of the river using Adopt-A-Stream data sheets and protocols, create Action Plans and work together to implement projects on behalf of streams.

The *Stream Team Implementation Awards* can be used by existing Stream Teams to implement projects or by local watershed associations or municipal boards to help start new Stream Teams. In areas where Stream Teams are well established, priority will be given to implementation projects.

Projects with Existing Stream Teams: Current Stream Teams can use the Stream Team Implementation Awards to implement projects from their Action Plan or to advance other proposals that clearly benefit riverine resources. The Adopt-A-Stream Program will be available to work with these Stream Teams to provide additional technical assistance on their projects.

New Stream Teams: For groups that would like to start a new Stream Team, the Adopt-A-Stream Program will work directly with local organizers to plan for a Shoreline Survey, conduct a training and facilitate an Action Planning meeting. For more information on the Stream Team process and how Stream Teams can work in your community, contact the office or see the Adopt-A-Stream Program website at www.massriverways.org.

WHO IS ELIGIBLE: Proposals must be submitted through a nonprofit organization with 501c3 status or a municipality (by the Conservation Commission, Planning Board, etc.), and must be directly related to Stream Teams or Stream Team work. Stream Teams are encouraged to work in partnership with their watershed associations, land trusts, Conservation Commission and other town boards.

PROJECT IDEAS: Stream Team Small Awards are given for projects that further watershed and stream protection. For example Stream Team Awards may be used:

To organize Stream Teams as local stewards;
To provide public access to and/or along river and stream corridors consistent with resource protection;
To build or improve greenway or blueway trails;
To conduct habitat surveys or inventories along river corridors;
To provide public information and education about the importance of rivers and the role of citizen involvement in their protection;
To provide public information and education about water conservation, stewardship or other best management practices for conservation.

PROPOSALS FOR ADOPT-A-STREAM PROGRAM STREAM TEAM IMPLEMENTATION AWARDS IN THE SUASCO AND HOUSATONIC WATERSHEDS

PROJECT TIMELINE: Work on the projects must be completed by June 30, 2004.

SOME HELPFUL HINTS: Stream Team Small Awards cannot be used to purchase food or cover indirect or overhead costs. In addition, Riverways encourages the following things:

Support letters for individual projects

Documented permission from property owners on public or private land

Double side proposals

Please DO NOT use three ring binders or report covers (help conserve our resources)

Note if project is consistent with Shoreline Survey Action Plan recommendations

Cooperation among organizations, businesses, Stream Teams, watershed associations, watershed teams, town boards, educational and citizen groups.

Riverways encourages partnerships with local businesses to cover partial or complete printing costs for maps, brochures, booklets, etc.

For more information on the Adopt-A-Stream Program please contact us by phone, or email, or see the website, **www.massriverways.org**.

Rachel Calabro
*Adopt-A-Stream Program
Coordinator*
617-626-1549

Amy Singler
Stream Team Organizer
617-626-1548

Carrie Banks
Western Stream Team Organizer
413-773-5031

**PROPOSALS FOR ADOPT-A-STREAM PROGRAM STREAM TEAM IMPLEMENTATION
AWARDS IN THE SUASCO AND HOUSATONIC WATERSHEDS**

I. Proposal Cover Sheet

Project Title: _____

Applicant (organization or town): _____

Federal Tax ID#: _____

Amount Requested: _____

Project Location: _____

Watershed: _____ River: _____

Have you previously applied for an Award through the Riverways Programs?

If so, when? _____ Year(s) awarded: _____

Contact Person and Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Web Page: _____

Please attach this sheet to the front of your proposal and mail to:

**Eileen Goldberg
Grants Manager
Riverways Programs
MA Dept. Fish & Game
251 Causeway Street, Suite 400
Boston, MA 02114.**

ALL PROPOSALS MUST BE RECEIVED BY 12:00 NOON ON 11/21/03.

Please submit original and four copies.

PROPOSAL CHECKLIST:

- ☐ Group description
- ☐ Project description
- ☐ Time table
- ☐ Explanation of how work supports past, current, and future protection efforts
- ☐ Detailed Budget (no more than one page)
- ☐ Financial Forms W-9 and Commonwealth Terms and Conditions

PROPOSALS FOR ADOPT-A-STREAM PROGRAM STREAM TEAM IMPLEMENTATION AWARDS IN THE SUASCO AND HOUSATONIC WATERSHEDS

II. Organizational Qualifications

A description of your group, its purpose and its past work. Please include a contact person, address, phone number, fax number and e-mail address.

II. Project Description (Please limit proposals to 2-5 pages)

A description of your proposed project, including:

- goals and specific objectives, and how proposed project fits into your organization's goals,
- products from the project,
- a time table,
- a method or criteria for evaluation,
- the need for this work in your river basin and evidence of community support for the project,
- an explanation of how this work supports, completes or prepares for past, current, and future efforts to protect your river.

Your project will be evaluated taking the following into consideration:

- The level of river restoration and/or protection that the work will provide
- The level of Stream Team and community involvement (town officials, volunteers, businesses, conservation partners, civic groups, etc.)
- The level of in-kind support and contributions through volunteers, businesses or other local cooperation
- How will the project enhance your organization's ability to protect river resource
- How will the project generate greater community stewardship (how will the knowledge/products will be put to use)
- Project timeframe (can be completed by June 30, 2004)
- Project readiness (is your group ready to move forward with the project, i.e. have the design plans, landowner permission, etc.)
- Project sustainability (Will there be a lasting impact? Will the resources, volunteers etc. continue beyond the June 30, 2004 timeframe?)
- Necessity of Award funds (other funding sources are unavailable or unattainable and/or the project purpose/goals cannot be fulfilled without these funds)
- Do you have documented permission/support from partners and property owners
- Level of experience and/or qualifications to fulfill project
- Consistent with the Shoreline Survey Action Plan
- Support letters from town, partners, or other organizations.

III. Budget

1. Attach a detailed budget page (please limit to one page).

The budget must include the following:

- The amount of funding requested from Adopt-A-Stream and an indication of other potential or committed funds and in-kind services, including estimated volunteer hours (although not required, matches are strongly encouraged)
- Personnel time, approximate number of hours and hourly rate
- Travel mileage (at \$0.28/mile)
- Other program costs (please describe, i.e. construction materials, plantings)

PROPOSALS FOR ADOPT-A-STREAM PROGRAM STREAM TEAM IMPLEMENTATION AWARDS IN THE SUASCO AND HOUSATONIC WATERSHEDS

All costs and funding associated with the project should be included in the budget.

SAMPLE BUDGET FORMAT TO BE SUBMITTED:

	Funding Requested from Riverways	Other funding (please indicate source, in-kind, etc.)	Sub-Total
Rain Barrels 20 @ \$59.95	\$ 1,378.85	--	\$ 1,378.85
Publicity – copying/paper expenses/etc.	\$ 230.00	Business donation \$ 30.00	\$ 260.00
Travel (rain barrel pickup) - \$0.28/mile 2 trips, 59 miles	-	\$ 33.00	\$ 33.00
Shipping	\$ 142.15	--	\$ 142.15
Project Coordination – Water dept. 40 hrs @ \$20/hr	-	\$ 800.00	\$ 800.00
Volunteer Labor – 4 Stream Team volunteers 20hrs @ \$10/hr	-	\$ 800.00	\$ 800.00
Total Project Costs	\$ 1,751.00	\$ 1,663.00	\$ 3,414.00

- Financial Forms: Please fill out and include with your proposal the "**Request for Verification of Taxation Reporting Information W-9**" form, and the "**Commonwealth Terms and Conditions**" form, both of which are available on comm-pass.com. Your organization's fiscal officer must sign both forms.
- Your application should also include (if applicable) a list of the organization's Board of Directors, the organization's tax exempt determination letter under Section 501(c)(3) of the IRS and most recent form 990 or most recent audited financial statement.

If you have any general questions or comments please contact Eileen Goldberg of the Riverways Programs at (617) 626-1546 or e-mail at eileen.goldberg@state.ma.us. Riverways Programs staff is not free to comment on specific proposal ideas once this Request for Proposals is made available.

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Figure 1. Town of Acton--Streets and Streams

○ Proposed Stream Sign Locations

